

TRAINING CALENDAR FOR 2009

S No	PARTICULARS	FROM	TO	DURATION & NATURE	REMARKS
1	RESOURCE MANAGEMENT: FINANCE & ACCOUNTS	18TH MAY	21ST MAY	4 DAYS NON-RESIDENTIAL Rs 8000/-per participant	COORDINATOR: MURRALI ASSOCIATE: SRIDHAR
2	RESOURCE MANAGEMENT: HR & VOLUNTEER MGMT	1ST JUNE	3RD JUNE	3 DAYS NON-RESIDENTIAL Rs 6000/- per participant	COORDINATOR: SRIDHAR ASSOCIATE: MURRALI
3	RESOURCE MANAGEMENT: FINANCE & ACCOUNTS	24TH AUG	27TH AUG	4 DAYS NON-RESIDENTIAL Rs 8000/-per participant	COORDINATOR: MURRALI ASSOCIATE: SRIDHAR
4	PROJECT MANAGEMENT	16TH NOV	18TH NOV	2 & ½ DAYS NON-RESIDENTIAL Rs. 5000/- per participant	COORDINATOR: SRIDHAR ASSOCIATE: MURRALI
5	RESOURCE MANAGEMENT: FINANCE & ACCOUNTS	14TH DEC	17TH DEC	4 DAYS NON-RESIDENTIAL Rs 8000/-per participant	COORDINATOR: MURRALI ASSOCIATE: SRIDHAR
6	PROJECT MANAGEMENT	21ST DEC	23RD DEC	2 & ½ DAYS NON-RESIDENTIAL Rs. 5000/- per participant	COORDINATOR: SRIDHAR ASSOCIATE: MURRALI

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Brief on Training offered

3-days Workshop on

Resource Management: Human Resource & Volunteer Management

- Mobilization, Management and Maximization aspects of HR in Development sector Organizations

Participants will be able to reflect on their own experiences and devise a model HRM and/or Volunteer management system based on their organizational needs – as a value-add

Thus, the **objectives of this workshop** would be to assist:

- ❖ review the elements of HR management practice
- ❖ examine the approaches to evaluation of staff & volunteer program
- ❖ preparing action plan for enhancing the effectiveness of HR management
- ❖ review the role of HR in the overall context

What will be the workshop contents?

The content coverage of the workshop will be:

- **HR overview, including among volunteer-intensive organizations**
- **Distinct roles of staff and volunteers**
- **Elements of HR management**
- **Elements of Volunteer management**
- **Performance management including rewards and recognition**
- **Accountability issues of performance, outcomes**
- **Issues of leadership, motivation and retention**
- **Evaluation of HR systems and Volunteer management programs**

Who would benefit from this workshop?

- This workshop is meant for all those in the Development/non-profit sector, holding responsibility for administering HR management and Volunteer management.
- Representatives of those organizations who have not instituted formal systems of HR and Volunteer management.
- Those who are desirous of improving their existing systems will also benefit from the deliberations

Workshop outcomes: By the end of the workshop, the participants will

- be able to analyse their organisation's requirements in terms of staff and volunteer resources
 - have a good understanding of key HR issues and processes
 - identify the key elements of Volunteer management and the processes
 - be able to specify the skills and personal attributes the organisation expects from their staff and volunteers
 - be able to appreciate the need for 'policies and procedures' manual for volunteers and other personnel
 - be able to design systems for recruitment, selection and induction of staff and volunteers
 - be able to initiate measures for employee development and volunteer development through training and other capacity building modes
 - be able to evolve suitable measures for employee and volunteer retention, recognition and rewards
 - be able to institute suitable mechanisms for internal communication, performance management and grievance handling
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Two & Half days Workshop on Project Management

Workshop Objectives:

- **To examine the relevance of the principles of project management to NGO activities**
- **To assist in acquiring specific skills related to project management and their application**
- **To help consider applications of different phases, processes and action items of project management to different programs**
- **To assist in preparing an action plan for integration of all program activities under project management guidelines**

WORKSHOP TOPICS

- Preview of project management techniques
 - assessment of present processes of program management
- Project phases
- Project management processes
- Applying project management techniques for a program
- Why-What-How approach to project management - re-modeling the program
- Project management techniques
 - systems, processes and projects – an overview
 - tools for project management
 - mapping processes
- HR & project management (including roles, performance measurement & responsibility for performance)
- Communication & project management – reporting mechanisms
- Review and evaluation mechanisms in project management
- Who does what, when, how and with what results? - Applications to project management
- Project closure

Who would benefit from this workshop?

- All those in the development sector, responsible for execution of programs or activities with timelines
- All those involved in the implementation of any planned activity
- All those involved in any major decision exercise of significance to the organization
- All those concerned about effecting work-process changes/improvements

Workshop outcomes:

By the end of the workshop, the participants will

- Will acquire good understanding, skills and appreciation of techniques involved
 - Will be able to organize and execute the assignments in a cost-effective and transparent manner
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4-Day Workshop on Resource Management: Finance & Accounts

Mobilization, Management and Maximization aspects of Finance and Accounting

Who should attend?

The course will benefit leaders and managers who are responsible for, or participate in the formulation of the financial strategy and budget of their organization, and managers who are responsible for the implementation of strategies and annual plans.

Learning objectives: How you and your organization will benefit

- Understand the terminology of finance and develop a better understanding of the functions of financial management
- Know the principles of accounting
- Become familiar with the financial link and interplay of balance sheet, statement of operations and statement of cash flow
- Demonstrate the different approaches to financial analysis:
- Analyze and interpret budgets, financial statements and reports
- Acquire practical tools in assessing operations' performance in relation to resources use
- Identify different financial causes and effects of a successful and a failing NGO
- Gain insight in how to improve resource mobilization strategies
- Acquire key tools to facilitate decision-making to achieve financial effectiveness and efficiency

Workshop will dwell on the following contents/topics

- Why is **Finance a Resource?**
- **Finance Overview**
 - Aims of financial management
 - Finance and funding challenges and trends
 - Role of donor agencies
 - Role of government
- **Accounting and finance:** Generating data and making strategic decisions
 - Ailment and treatment of a failing organization
 - Financial link: Relationship between financial
- Activities in the yearly accounting cycle
- **Book-keeping and control**
- Critical Operating Activities in Yearly Accounting Cycle
- Designing a Budget – top downward and bottom upward
- Budgeting exclusively for proposals (salient aspects)
- Managing Cash Flow (incl. managing your checking account)
- **Financial Diagnostics**
 - Programs and projects of NGOs
 - Systems and procedures
 - Allocations and restriction
- **Resource Generation and Decision Making towards Self-Sustainability**
 - Financial decision-making
 - Budgeting
 - Standards and trends
- **Managing Program Finances** – monitoring and maximization aspects
- Financial Statements and Analysis
- Cash Flow Statements
- Statement of Activities (Income Statement)
- Statement of Financial Position (Balance Sheet)
- Financial Analysis (of statements, using ratios, doing break-even analysis, etc.)
- Financial Reporting - frequency
- Annual Reports

Special topics:

- Audit and its related aspects
 - Responsibilities of key functionaries
 - How to interpret financial statements/reports
 - Program costing
 - Tax matters – dos and don'ts
 - FCRA matters – dos and don'ts
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Special features:

- Presentation by NGOs on “program costs segregation”
 - Case study of real NGOs (small, medium and big)
 - Discussions to focus on ‘real’ and ‘live’ issues of NGOs
 - Guest faculty to include practicing experts (for tax and FCRA matters)
 - Model formats for budgets; reporting; annual reports
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ILID TRAINING IN THE PIPELINE

Monitoring & Evaluation: Performance Assessment

Monitoring and Evaluation is a critical aspect of project management that determines the output. It helps keep the implementation on track to attain the envisioned goal and objectives. Sound project monitoring and evaluation facilitates timely correction/improvement in the process, accommodate new inputs to ensure expected outcome.

The workshop offers approach and techniques to establish sustainable, participatory, cost effective M & E systems. It addresses issues such as common challenges, the organizational context/ constraints, building in-house capacity to administer the function, development of logical framework analysis, performance indicators, data collection, analysis and communication of results.

Finance for Non-Finance Managers

Given the constraints of time, budget, scope and accountability that govern developmental projects, planning, implementation and monitoring of financial resources is fundamental to the sustainability of an organization.

Topics covered will include basics of financial management, planning short term and long term financial requirements, creating systems for accounting, budgeting and monitoring to ensure transparency and accountability, preparation of financial statements/reports, FCRA and Income Tax etc

Organizational Diagnosis: Planning for impact and growth

Organizational diagnosis is essential to strengthen the capacity of the organization to effectively achieve its goals. A holistic approach to the study of an organization's health and resilience can help identify its priorities, performance and delivery, as well as its internal functioning - resources, role and strategy. A participatory approach promotes dialogue, reflection and learning and finding solutions to address organizational challenges and needs. This workshop explores the different aspects that impact an organization's internal and external functions – its vision, history and structure, leadership and motivation, systems and processes, performance and delivery, financial management and accountability, internal and external resources & networks and partnerships.

Why What & How of ILID Training

Why and What of ILID Training?

Challenges generic to most social sector organizations:

- Most social organizations have a high degree of commitment and ability at the top, but the quality is uneven at various hierarchical levels
 - Largely driven by a significant proportion of “voluntary” workers in this sector.
 - Also driven by a lack of sustainable people-retention model
- Lack of clarity within organizations on
 - Vision
 - Which areas to focus
 - Goals, objectives
- Lack of appropriate strategic focus to vision-aligned implementation and inability to ensure time bound results
- Lack of clarity on what to measure and how to measure effectiveness
- Lack of capabilities in developing good networks and/or collaborations which help derive synergy benefits, get financial support etc.

Our vision for training:

- All the training offering should be action-oriented and should preferably incorporate the need for follow-up action steps to be implemented and monitored.
- Training, being the logical extension of Consulting, will have to provide the needed knowledge and skills for ready application.
- Apart from enhancing the knowledge and skills ability of individuals, training should serve the larger interest of organization capacity building.
- Training has to provide exposure to techniques and knowledge enabling newer ways of work execution.
- Training should result in serious rethink of “how should we do differently what we normally do” in order that we optimize our resources well and deliver better quality results all round.
- Training should enable both people and the organization to become professional – effective utilization of all the resources and working toward delivering value.
- Training should play an effective role in shaping the leadership qualities, providing the means wherever necessary, and to adorn the larger role of change makers.

How of ILID Training: What is the difference?

- As far as feasible, all ILID training offering would be action-oriented and result in concrete action steps
- Our training offer would preferably incorporate the need for follow-up action steps to be implemented and monitored internally
- In select cases, such follow-up action steps would even be assisted by ILID team for implementation
- Most of our training workshops would be conducted by consultants with considerable experience and diverse exposure in the/to development sector
- Training to select big NGOs under a special Capacity development package - this may include concessional participation fee, reservation of seats per program and the like.
- Training on all topics would be preceded by intense work in related areas or by way of research and such other learning
- All reading materials will be made available in electronic formats (CDs) to eliminate use of precious paper
- ***Very soon, ILID will make available an on-line learning facility enabling all the players in the development sector to obtain a firm foundation of basic relevant knowledge.***
- ***Gradually, all participants of ILID training will be given access to our proposed E-Learning portal (details of which are being worked out and we will soon come out with our communication on this.***

